

# How to Use the SMART Board

## Getting Started/Orienting SMART Board

- 1) Make sure the computer at the podium is turned on.
- 2) Walk over to the SMART Board and push the “on” button. *(It is located behind the bottom lip of the screen on the lower right hand side. A red piece of tape visibly marks it on the front side. This tape can be followed behind the screen with your finger, along a piece of Velcro, until the power button is reached.)*
- 3) The screen will take a few seconds to come on. Once the computer’s desktop screen is visible on the SMART Board monitor, use your finger to double click the **SMART Board Tools** icon. *(If this, or any of the directions up to the SMART Board Orientation, is not possible because the curser is not aligned with where you are touching the screen, the mouse at the podium can be used to get things started.)*
- 4) Once **SMART Board Tools** is opened, a side bar will be visible on the left of the screen. At the bottom of the side bar will be a button with three horizontal dots across it. Single click on this button.
- 5) A side menu will open up. One of the options will be **Orient SMART Board**. Select this option. *(This will make sure that the SMART Board’s curser and pen tools will be in alignment with where the screen is touched. It will also give a quicker response time when the screen is touched.)*
- 6) The SMART Board screen will turn to a gray background with nine circles across it with red “X’s” in their centers. The “X” on the top left hand side will be blinking. Touch the center of that “X” with your finger. Follow the blinking “Xs” until the orientation is completed. Once finished, the SMART Board will be aligned with where you touch the screen.



## **PowerPoint Presentations and the SMART Board**

- 7) If you are going to be using a PowerPoint presentation make sure that the presentation is stored on the D-Drive (or Data Drive), which is located on the desktop. If that is already done, you should now open the presentation.
- 8) Use your finger as a cursor to control your presentation as you normally would. If you would like to use the remote mouse that is at the podium, you can do so to navigate through the presentation.
- 9) If you are using the SMART Board for writing notes on the PowerPoint presentation and you would like to save them at the end of class, begin to close your PowerPoint presentation as you normally would. A window will pop up that asks if you would like to save the changes that you have made while using the SMART Board. Select “Yes” and change the name of the file so that it does not overwrite the original. Before saving the file back to their original source (i.e. USB Drive), just double check to make sure that the name is slightly changed so that overwriting does not occur.

## **Using SMART Notebook (writing without using PowerPoint)**

- 10) If you are not using PowerPoint and would still like to use the SMART Board as a device to write on, double click on the ***SMART Notebook Software*** icon on the desktop.
- 11) A blank page will open up and this is what you will use as a page to write on.
- 12) To write simply pick up one of the SMART Board pens from the tray below the monitor. When done, or when switching colors or erasing, make sure you put the pen you are currently using back into its correct resting place before picking up another utensil.
- 13) When a page is full and you would like to use a new page, make sure all utensils are in their resting places and use your finger as a cursor for navigation. In the top left hand corner of the SMART Notebook screen there are a few buttons. The first will be a square with an arrow pointing out of it to the left—that will be used to navigate back through Notebook pages that you have previously written. The next is a square with an arrow to the right—this will be used to navigate forward through pages. The third is a square with a plus in it. This is the button you will click with your finger to create a new blank page. The next button in line, and the last to be concerned with here, is a small diskette that is used to save the work you have done back to the D-Drive (or Data Drive)—that is, if you would like to keep it for a later date.